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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

FROM : Acting Chief, Procurement Division

SUBJECT: Weekly Activity Report

DATE: 21 May 1953

## 1. General:

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a. Shopping List (continued item): "No change" has occurred since the report of review of the list made by this Division on 9 April 1953. From a time standpoint, this matter is now critical.

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*a.*  
*C.I.*  
*see list*  
*b.*

[REDACTED] st (continued item) has requested an extension in time for submitting prices and availability for items of foreign arms currently required by the Agency. The [REDACTED] representative has indicated that the quotation will be submitted on or about 15 June 1953. The second list requesting a study as to cost and availability of items which may be required by this Agency in the future has been prepared and will be submitted to [REDACTED] Inc. this week.

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25X1C10b

f. Pemmican Rations (continued item): The Contractor has not yet taken the action indicated in last week's report.

## 2. Projects:

a. Procurement Regulations (continued item): Work on the drafting of these regulations continued during the past week; one new "Major Topic" and the revision of one additional "Major Topic" are approaching

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completion. However, attention is invited to the fact that work on this project will be suspended between 24 May and 15 June 1953 due to the fact that Mr. [REDACTED] has been assigned to a special training course during that period, and the workload of the Division will not allow the assignment of another person.

3. Other Items of Interest:

a. Trailers for Office of Communications (new item): Three (3) bids were received in response to the solicitation of bids for trailers. These bids are being coordinated with Commo for technical sufficiency prior to making an award.

b. Radio Equipment Sets, RS-6A (continued item): Negotiations proceeded during the past week to the point where agreement appears to be near.

c. Cable for Air Conditioning (new item): This Division was successful in obtaining quite a large quantity of unusually large transmission wire for use in installing special transformers to accommodate the air conditioning system in Tempo [REDACTED] Bldg. [REDACTED] for this installation complete with all supplies had formerly been placed by Administrative Services with Public Building Services several months ago. It was found that PBS was unable to secure the cable in time for the necessary installation. The request was therefore forwarded to the Procurement Division for action. Within three days from receipt of the request, all the necessary cable had been obtained and delivered direct to location in Tempo [REDACTED] Bldg.

d. Status of Requisitions (continued item):

(1) The schedule of each Contract Negotiator and the Contract and Purchase Order Branch summaries are attached.

(2) Status of requisitions for this Division:

	Special Purchase	Military Purchase	Contract Branch	Pur. Order Branch	Total
Brought fwd.	5	24	149	262	440
Received	36	19	40	232	327
Completed	29	19	14	235	297
Pending	12	24	175	259	470

4. Special Problems:

a. Vacancies in T/O (continued item): The increased workload for the end of the fiscal year intensifies the problem of the continued vacancies in five Clerk-Steno positions. In view of the fact that only one Clerk-Steno has been made available (and that person only temporarily) during the last four months, it would appear appropriate that extraordinary methods should be taken to improve this situation.

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b.  (continued item): No change. <sup>25X1C</sup>

c. Contract Branch Workload (continued item): More requisitions were received during the last two weeks than in any whole month this year; this appears to indicate that the deadline of 1 May 1953 as established by CIA Notice  was ignored by the operating <sup>25X1A</sup> divisions. Overtime was worked Saturday, 16 May, by all Contract Branch personnel (except one).

5. Major Objectives:

a. Special Stock Account No. 2 (continued item): The audit of personnel of Auditor-in-Chief continues.

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